



## Meeting Minutes

### Meeting of Mattishall Parish Council

Monday 8 February 2021 at 7pm, via  
Video Conferencing

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Parish Councillors present: Mike Nunn, Graham Clarke, Richard Turner, David Piper, David Fowler, Ben Handford and Richard Norton. Also in attendance: Lorraine Trueman (Parish Clerk), Paul Claussen (District Councillor) and 2 members of the public.

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Cllr Nunn opened the meeting at 7.05pm

#### **1. To receive apologies for absence**

Apologies from Cllr Smith were accepted.

#### **2. To receive declarations of interest in items on the agenda and consider any requests for dispensations**

Cllr Nunn declared a family interest in a planning application included in agenda item 10.3 and advised he had not taken part in any discussions.

Cllr Fowler declared a non-pecuniary interest in planning application 3PL/2020/1489/D to be included under agenda item 10.2 and advised he had not taken part in any discussions relating to this application.

#### **3. To approve the minutes of the meeting held on 4 January 2021**

The minutes were **APPROVED** by the council.

#### **4. To agree amendment to minutes from 7 December in relation to Mattishall Volunteer Hub**

The council **AGREED** that agenda item 16 from the meeting held on 7 December 2020 was misleading and suggested Mattishall Volunteer Hub had made an incorrect delivery when this was not the case. The minutes should have read "Cllr Smith raised concerns about another organisation making an incorrect delivery. The

council felt this was a human error and that they should proceed with the delivery of the hampers as previously agreed with Mattishall Volunteer Hub.”

## **5. Open forum for Public Participation: an opportunity to hear from members of the public and Breckland District Councillors**

Cllr Paul Claussen confirmed that the local elections are expected to go ahead in May, and preparation work has started at the council.

Cllr Claussen also spoke about the work going on behind the scenes to address the flooding issues. He advised that Lord Dannatt is chairing an independent body who will look at where the responsibilities lie.

## **6. Finance**

### **6.1. To approve the payment list**

The payments as listed at the bottom of the minutes were **APPROVED**.

### **6.2. To agree internal auditor for 2020/21**

The council **AGREED** to appoint Max Bergin, the same internal auditor as last year, for 2020/21 internal audit.

## **7. To report progress on items not on the agenda from the last meeting (Clerk's Report)**

The Clerk's report is available to read on the website. The council were advised that one of the allotment tenancy agreements had not been renewed and the clerk had contacted the next person on the waiting list. The council enquired about the waiting list and the clerk advised that there were currently approx. 6 people on the waiting list and that people could expect to wait more than 2 years for a plot.

## **8. To receive update on flooding issues and agree how the Parish Council will support the residents.**

Cllr Handford advised that he and the clerk had met with the lead local flood authority and some of the impacted residents. The LLFA were surprised that none of the residents had started legal action but Cllr Handford thought it would be helpful having the LLFA on board who can identify who is responsible for the issues raised. The clerk had heard from Anglian Water and a post was going onto Facebook to ask the residents for more information.

## **9. To receive recommendations and agree how to proceed with the donation offer for dog fouling signs, requested placement along field footpaths from Welgate to Gregs Close.**

The councillors debated the effectiveness of signs with some of the councillors being against the placing of more signage around the village. The councillors voted 5 to 2

in **FAVOUR** of accepting the donation for the signage. They also discussed involving the children in the community to design the signs. It was suggested this could help to educate residents of the consequences of not picking up after your dog, 6 councillors voted in **FAVOUR** of involving the local children. Cllr Piper and the clerk will work together to contact the local school and clubs.

## **10. Planning matters**

### **10.1. To receive results of applications**

3PL/2020/1307/HOU, Moat Farm, 35 Dereham Road, Siting of greenhouse in garden. APPROVED.

3PN/2020/0056/UC, Agricultural Building at South Green Farm, Prior approval for conversion of barn to one dwelling (General Permitted England Order 2015 as amended Schedule 2, Part 3, Class Q). PRIOR APPROVAL GIVEN.

3PL/2020/1410/HOU, 7 Geddes Way, Proposed loft conversion with dormer windows. REFUSED.

### **10.2. To receive report from Neighbourhood Plan delivery and monitoring group on applications with comments due before this meeting**

3PL/2020/1489/D - Plot 6 17 Gregs Close - Reserved matter application for six self/custom build residential properties dwellings following outline permission Reference number 3PL/2018/1409/O (Plot 6).

Mattishall Parish Council (MPC) objects to this application. MPC accepts the principle of this 'Self Custom Build' development that sits outside the village boundary and was granted prior to Breckland Local Plan being adopted. Permission 3PL/2018/1409/O conditions state: A design code is to be submitted detailing materials, fenestration, hard and soft landscaping in accord with Policy DC 12 and DC 16. Condition 6 requires that prior to first occupation the Public Right of Way FP13 be diverted. MPC considers that this application constitutes overdevelopment building up to 1.0m of both the North and South boundaries and is in danger of forming a terrace with the dwelling on Plot 5. The permission is for a single 'Self Custom Build' dwelling not a dwelling with a self contained annex that could be rented out. The design is not sympathetic to the existing neighbouring properties in architectural style or shape, there is little by way of individuality that would be expected of a 'Custom Build'. Further this application does not demonstrate the use of energy efficient materials nor that electric vehicle charging points will be installed Policy HOU 06 and GEN 01. **Objector**

3PL/2020/1492/D – Plot 3 23 Gregs Close - Reserved matter application for six self/custom build residential properties dwellings following outline permission Reference number 3PL/2018/1409/O (Plot 3)

Mattishall Parish Council (MPC) objects to this application. MPC accepts the principle of this 'Self Custom Build' development that sits outside the village boundary and was granted prior to Breckland Local Plan being adopted. Permission 3PL/2018/1409/O conditions state: A design code is to be submitted detailing

materials, fenestration, hard and soft landscaping in accord with Policy DC 12 and DC16. Condition 6 requires that prior to first occupation the Public Right of Way FP13 be diverted. The Kitchen, Dining, Study and Family Room windows all face North into Plot 2 which will be overlooking. Should the owners of Plot 2 erect a 1.8m high close boarded fence between the properties then the natural light levels within the Kitchen, Dining, Study and Family Room will be unacceptable. This application does not demonstrate the use of energy efficient materials nor that electric vehicle charging points will be installed Policy HOU 6 and GEN 01. **Objector**

The council asked the clerk to contact Breckland District Council to inquire if the condition regarding footpath 13 on the Gregs Close planning applications has been discharged.

### **10.3. To receive recommendation from Neighbourhood Plan delivery and monitoring group on current applications**

3PL/2021/0048/D - PLOT 1, 27 Gregs Close - Reserved matters for Plot 1 only following outline permission 3PL/2018/1409/O

Mattishall Parish Council (MPC) objects to this application. MPC accepts the principle of this 'Self Custom Build' development that sits outside the village boundary and was granted prior to Breckland Local Plan being adopted.

Permission 3PL/2018/1409/O conditions state: A design code is to be submitted in accord with Policy DC12 and DC16. Condition 6 requires that prior to first occupation the Public Right of Way FP13 be diverted.

This application does not demonstrate the use of energy efficient materials nor that electric vehicle charging points will be installed, Policy HOU 6 and GEN 1. **Objector.** 6 councillors **AGREED** to send this comment.

3PL/2021/0076/HOU - 13 Parkers Road - Demolition of Existing Garage and Erection of Extension to Side of Property.

Mattishall Parish Council advises due to the nature of the proposed works that a RICS Surveyor carries out a Party Wall survey for the protection of the applicant and the owners of 12 Parker's Road. The Party Wall Act 1996 is a separate entity from Planning and Building Control. **Comments.**

6 councillors **AGREED** to send this comment.

8.03pm Cllr Turner left the meeting due to a connection issue.

3PL/2021/0080/D - PLOT 2 25 Gregs Close - Reserved matters for Plot 2 only following outline permission 3PL/2018/1409/O

Mattishall Parish Council acknowledges the offset of the design in relation to the building line in order to prevent terracing and mitigate overlooking. The Parish Council appreciates the individuality of the design. The property would benefit by having a electrical vehicle charging facility. **Comments.**

5 councillors **AGREED** to send this comment.

3PL/2021/0020/D - Glenthorne, 149 Dereham Road - Reserved matters application for two timber cabins for holiday accommodation following outline permission 3PL/2020/0358/O

Mattishall Parish Council have previously commented on this application on 01-05-20 and 27-10-20 and have no further comments. **Comments.**  
Cllrs Nunn and Handford declined to vote on this application. 4 councillors **AGREED** to send this comment.

3PL/2021/0071/HOU - Rookery Barn Rookery Farm, Occupation Road - 2no Single Storey Extensions to bungalow.

Mattishall Parish Council notes that this is a rural property built and occupied by Mr Hewitt and that the proposed extension is proportional to the existing property. The removal of a section of young hedging is unlikely to have any environmental impact. **Comments.**

6 councillors **AGREED** to send this comment.

8.06pm Cllr Turner returned to the meeting.

3PL/2021/0094/VAR - Heath Cottage Heath Road Mattishall - Variation of Condition No 2 on 3PL/2020/0607/HOU Additional Dormer and Rooflight.

Mattishall Parish Council has no further comments to make in respect of this variation to the previous application 3PL2020/067/HOU that was granted permission on 20-07-20. **Comments.**

7 councillors **AGREED** to send this comment.

#### **10.4. To discuss and agree next steps in connection with Hopkins Homes planning application approval on land south of Dereham Road (3PL/2020/0462/F)**

Cllr Fowler explained that the planning application had been approved by Breckland District Council, planning committee on 25 January by 9 votes to 1. He proposed that the planning working group engage with Breckland District Council to discuss the S106 agreement and that they also setup meetings with Hopkins Homes to discuss the open space. The council also discussed the chatter that had been on social media and how some of the comments made were not factual. The councillors voted on 3 matters, with each matter receiving 7 votes in **FAVOUR**;

- for Cllr Handford and the clerk to make it known to the village that the Parish Council did not support the application and that the Parish Council are looking to engage with Breckland District Council and Hopkin Homes for the benefit of the village.
- for the Delivery and Monitoring Group to discuss the S106 with Breckland District Council and Hopkin Homes. These items include, but not exclusively, construction vehicle routes, site access and egress, vehicles not to travel through Mattishall village but to travel via Dereham/Yaxham to site and winter/summer contractor working hours.
- for the Delivery and Monitoring Group to meet monthly with Hopkin Homes to discuss the S106 content, which includes, but not exclusively, allotments, Local Equipped Area for Play, orchard, community land, woodland, road speed limit, bus shelters, electric vehicle charging points and the Parish Council's management of facilities.

The council will also ask Hopkin Homes to chair an open forum where the public can attend and raise any issues.

8.28pm the public left the meeting.

### **10.5. To consider sending letter to BDC requesting an update on the production of Supplementary Planning Documents (SPD's)**

The council voted in **FAVOUR** of sending a letter to Breckland District Council requesting an update on the production of SPD's.

### **11. To agree Planning and Monitoring Policy**

Cllr Turner explained that the scope for the Neighbourhood Plan Delivery and Monitoring Group was too big and suggested that this be amended to cover planning only and the working group be renamed the Planning and Monitoring Group.

The clerk explained that planning applications were emailed to her from Breckland and she would be happy to continue to send these to the working group.

The council **AGREED** that where applications were received with a deadline date before the next meeting, the clerk would ask Breckland for an extension. Where the extension was declined the parish council would need to hold an extraordinary meeting if they wanted to comment on that application.

The council **AGREED** appendix A, that Cllr Turner would make the amendments discussed and that the policy be reviewed in 12 months.

Cllr Nunn raised the matter of media chatter and the confusion some people experienced during the Breckland District Council planning committee meeting on 25 January, where there were 2 Cllr Martin's speaking, 1 being Cllr Keith Martin, who was in favour of the Hopkins planning application and was on the planning committee and the other being Cllr Ian Martin, District Councillor, who spoke against the planning application.

8.55pm Cllr Paul Claussen left the meeting.

### **12. To review and agree Play Area Inspection and Maintenance Policy**

Cllr Piper proposed the policy to read "Reactive inspections are undertaken based on complaints, requests and reports received by the Parish Clerk. Such inspections will normally be undertaken by the Parish Clerk and a council representative" instead of "Reactive inspections are undertaken based on complaints, requests and reports received by the Parish Clerk. Such inspections will normally be undertaken by the Parish Clerk and the handyman." The council **AGREED** this change.

### **13. To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential item: to agree pay range to be advertised for handyperson position**

The council **AGREED** to advertise the position at an hourly rate of between £12.50 and £16, on the parish council website, Facebook page, local shop windows and the job centre. They also **AGREED** they would prefer to engage with someone who was

self employed but if this is not achievable, they would consider a contractor first and then an employee.

#### **14. To consider the government tree scheme**

The clerk explained that the government tree scheme was not open to public bodies, however there was a scheme run by the Woodland Trust that was open to landowners. Cllr Piper will discuss this with the Barlow Trust to see if there was a need for more trees on the village green and the council will carry this item forward to see if there is a benefit to the Hopkin Homes site.

#### **15. To consider installation of village gateway signs**

The clerk shared the design and cost details with the council, these costs range between £340 and £1,670. She explained that the council maybe able to apply for a grant at the end of the year.

The councillors discussed that the current signs are paid for and maintained by Norfolk County Council and any new sign would fall to the Parish Council to maintain. There was also a concern raised that the acquisition of new signs, when the village already had signs, was falling into commercialism and that the funds could be better spent. The village may receive one new sign as a result of the Hopkin Homes development. The council **AGREED** to carry this item forward but asked the clerk to contact Highways to ask if they could raise the height of the flowerbeds by the village signs.

#### **16. To receive items for 1 March agenda**

To discuss/agree an open spaces policy, to discuss if a review of the neighbourhood plan is required, to discuss formally disbanding the neighbourhood planning group.

#### **17. Correspondence and reports (information only)**

- 17.1. NWL project update and report from meeting 28 January**
- 17.2. Norfolk ALC wellbeing (open letter to all councillors)**
- 17.3. BDC member briefings**
- 17.4. CAN's funding newsletter**
- 17.5. Social media report**

Cllr Nunn thanked Cllr Handford for the increase in Facebook followers to 175.

- 17.6. Xmas hampers report**
- 17.7. Broadband progress**

Cllr Piper advised Openreach were working on this and there should be an update available at the next meeting.

- 17.8. Defects on the highway**

Cllr Fowler advised that Highways had acknowledged all the defects raised and that these should be repaired within 6 weeks.

9.29pm Cllr Nunn closed the meeting.

## Payment of accounts list - for approval on 8 February 2021

| Payment to           | Description                          | Payment | VAT to be reclaimed |
|----------------------|--------------------------------------|---------|---------------------|
| Community Car Scheme | Insurance and fuel contribution      | £297.10 | £0.00               |
| Norfolk PTS          | Finance course (Cllr Clarke)         | £36.00  | £0.00               |
| Total Gas & Power    | Electricity supply at village green* | £13.67  | £0.65               |

### Clerks pay and expenses

|           |                                |                  |              |
|-----------|--------------------------------|------------------|--------------|
| L Trueman | Salary and related expenses*** | £1,524.10        | £0.00        |
| L Trueman | Expenses                       | £18.00           | £0.00        |
|           |                                | <b>£1,888.87</b> | <b>£0.65</b> |

\* Payment taken on 26 Jan 2021

\*\*\* Payments to be made on 26 Feb 2021